



1001489



"Miller, Aubrey"
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07/16/01 11:37 AM

To: Johanna Miller/EPR/R8/USEPA/US@EPA
CC:
Subject: FW: Example SOPs

-----Original Message-----

From: Goldade.Mary@epamail.epa.gov [mailto:Goldade.Mary@epamail.epa.gov]
Sent: Monday, July 16, 2001 10:01 AM
To: Miller, Aubrey
Cc: weis.chris@epamail.epa.gov
Subject: Example SOPs

Aubrey,

Here are a couple example SOPs. They are for soil/sediment sampling, so they'll serve as examples of formatting only. I'd recommend using the EPA SW-846 methods as guidance for what technical/analytical information should be outlined within the method. See the organic methods (8000 series), in particular the 8260 & 8270 methods as those are GC/MS. I'm guessing that Uniform Services University will be using GC/MS....However, see 8310 for HPLC; or 8000 for general GC work. In addition to the general GC work, the SOP should include specifications for specific detectors used on the GC: Flame Ionization Detector (FID), Photoionization Detector (PID), etc...

For simplification, if USU finds an appropriate EPA method to reference, only the changes as applicable for identifying CS and its metabolites may be required in your SOP. If your CS method is unlike anything EPA has done already, then the full procedures must be included.

Components that must be included (either directly in the SOP or through reference of appropriate EPA method) include procedures for performing and criteria for evaluating:

Standards Preparation

Initial & continuing calibration (number of calibration points & concentrations, procedures)

Instrument tuning (GC/MS only)

Independent calibration verification (Laboratory control standard)

Quality assurance samples (MS/MSD, method blanks, system blanks, reagent blanks, etc.)

Compound Identification and Quantification

Corrective action procedures if any performance criteria are not met.

(See attached file: Surface Soil SOP-example.DOC) (See attached file: WGI-SED-01-final.wpd) (See attached file: WGI-SED-02-final.wpd)

Here's the hyperlink for the SW-846 methods on-line.

<http://www.epa.gov/epaoswer/hazwaste/test/main.htm>

Also, EPA's guidance doc for preparing SOPs (EPA QA/G-6) can be found at the following website:

http://www.epa.gov/quality1/qa_docs.html

Leave me voice mail if you have any other questions before Fri. I'll be checking them periodically while I'm out.

Mary Goldade, M.S.

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Surface Soil SOP-example.DOWGI-SED-01-final.wpdWGI-SED-02-final.wpd